



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SOUTHEAST REGION OFFICE – INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON – MIAMI
8300 NW 33RD STREET SUITE 110
MIAMI, FL 33122-1940

SOGM-CO

1 April 2003

MEMORANDUM FOR STAFF DIRECTORATES

SUBJECT: United States Army Garrison (USAG-M) Policy Memorandum Number 13 -
Civilian Personnel Attendance to Off-site and Local Training

1. Purpose. Provide policy and procedural guidance for attending training of eight hours or more in duration in accordance with the Army Regulation 690-400, Employee Performance and Utilization, Chapter 410. Training, such as conferences, symposiums, meetings, formal training courses requires completion of DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement.

2. Applicability. This policy applies to civilian and contractor personnel assigned and or attached to the USAG-M.

3. Policy. The DD Form 1556 is used to authorize and record civilian employee training in Government facilities (intra-agency and interagency), training in non-Government facilities, attendance at meetings. This form is also used for any of the following: training requests, training authorization, continued service agreement, certification for reimbursable or cost-shared expenses, certification of authorized expenditures, record of training, and training evaluation.

a. Procedures for submitting a DD Form 1556.

(1) The schools manager will provide assistance in filling out the form and assigning a standard document number for block B of the heading. Note: Prior to filling out the form, print out the instructions on page 12 and 13.

(2) Employees are required to fill out and process the form through their supervisory channels then submit it to the Civilian Personnel Officer (CPO) for signature.

(a) Submit the form to the school quota manager for the standard document number in block B of the heading. Once the number is assigned the form will be returned to the employee.

(b) The employees must hand carry the original form when they report to the course and upon completion of the course have the school official complete block 35 and 36 of the DD Form 1556.

SOGM-CO

SUBJECT: United States Army Garrison (USAG-M) Policy Memorandum Number 13 -
Civilian Personnel Attendance to Off-site and Local Training

(c) When the employee returns from the school a copy of the completed DD Form 1556 will be submitted to CPO to update the employee's personnel record.

b. In instances where the employee is attending a course not in the local area, the form must be completed and sent to the school by the employee no later than 30-days prior to the course start date. Some schools require it earlier than 30-days. A completed copy of the DD Form 1556 will be provided to the schools manager.

4. The point of contact is Mr. J. Torres, Training Manager, at commercial (305) 437-2722, DSN 567-2722.

Encl
Sample DD Form 1556



FRANCISCO J. PEDROZO
COL, SF
Commanding